

**SELF SERVICE CENTER  
PROCESS CHECKLIST  
STOP ORDER OF ASSIGNMENT BY AGREEMENT**

☐ **STEP 1:** Complete the following forms:

- ***“Agreement to Stop Order of Assignment”***
- ***“Order Stopping Order of Assignment”***
- ***“Current Employer Information Sheet”***

☐ **STEP 2:** Make two copies\* of the ***“Order Stopping Order of Assignment.”***  
\* ***If*** either party is using the child support enforcement services of the IV-D agency, make a ***third copy*** for that agency.

☐ **STEP 3:** Get the notarized signatures of all parties on the original Agreement or on a copy of the Agreement. Each party should keep a copy of the Agreement for their own records.

Separate your documents into three sets (four, if the IV-D Agency is involved).  
Put your documents in this order:

**Set 1 - ORIGINALS to be filed with the Clerk of Court:**

1. ***“Agreement to Stop Order of Assignment”***
2. ***“Order Stopping Order of Assignment”***
3. ***“Current Employer Information Sheet”***

**Set 2 - Copy for You:**

- (1) ***“Agreement to Stop Order of Assignment”***
- (1) ***“Order Stopping Order of Assignment”***
- (1) **Stamped Envelope**, addressed to you.

**Set 3 – Copy for Other Party:**

- (1) ***“Order Stopping Order of Assignment”***
- (1) **Stamped Envelope**, addressed to that party.

**Set 4\* – Copy for IV-D Agency:** (1) ***“Order Stopping Order of Assignment”***

\*only if there is an ATLAS number – if Child Support Services is a party to the case.  
(No envelope required for the Agency; the Court will send to them.)

**IF THE PARTIES' ORIGINAL NOTARIZED SIGNATURES ARE ON SEPARATE COPIES OF THE AGREEMENT, FILE EACH OF THOSE SEPARATE AGREEMENTS BEARING ORIGINAL SIGNATURES.**

☐ **STEP 4:** GO TO THE COURT TO FILE. Take all originals and copies.

The Court is open from 8am-5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the Clerk of Court's offices at the following locations:

**Central Court Building**

201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Southeast Court Complex**

222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

**Northwest Court Complex**

14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Northeast Court Complex**

18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FILE:** Go to the Clerk of the Court filing counter to file your documents.

**FEES:** There is no filing fee for this request **when it is by agreement** (A.R.S. §25-504). There *may be an appearance fee* if the person filing this request has never “appeared” in the case, that is, has never filed any papers previously. The Self-Service Center and the Filing Counter have forms to request a deferral of any fees that apply.

**PAPERS:** Hand all your court papers to the court clerk along with cash, check, money order, or credit card for any fees that apply.

**MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:**

- Your Set of Copies with the Clerk’s stamp on them. These are called “conformed” copies.

**WHAT THE COURT WILL DO:** The Court will do one of the following, based on the paperwork you submitted:

- Grant the relief you requested.
- Schedule a hearing for you and the other party to come talk to the judge about the case (if the judge has questions).
- Return your paperwork because you did not show good reason for the change requested.
- Other orders the judge thinks proper.

**STEP 5:** **WAIT** for the Court to let you know if the judicial officer or Clerk’s Office signed the Order or if it was set for a hearing. ***Read the Order Carefully!*** If it goes to a hearing, a conference may be scheduled and a Report, Recommendation and Order sent to the Court.

**REMINDER:**

**DID YOU** provide **two** self-addressed, stamped envelopes so the staff can mail the decision to both parties (as listed in STEP 3, above)?

- one addressed to you;
- one addressed to the other party